



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
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TO: Planning Board Members

FROM: Michael A. Lumbis, Planning and Community Development Director

SUBJECT: Designating a Clerk of the Planning Board

DATE: April 28, 2016

Prior to his retirement, Kenneth Mix was serving as the Clerk of the City Planning Board. In this capacity, Mr. Mix was responsible for providing reports to the Planning Board, drafting agendas and meeting minutes and certifying subdivision plats. Now that he is retired, a new Clerk of the Planning Board must be designated to fulfill these duties.

Chapter 11, Boards and Commissions of the City Code establishes the Planning Commission or Planning Board for the City. Section 11-6, Paragraph A, authorizes the Planning Board to employ (or appoint) a clerk. I would therefore recommend that the Planning Board make a motion to appoint, Michael A. Lumbis, Planning and Community Development Director as the Clerk of the Planning Board for the City of Watertown.

cc: Brian Drake, Civil Engineer II